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State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

721 Capitol Mall

P.O. Box 944272

Sacramento, CA

94244-2720

March 15, 2000

TO: Eligible Middle Schools

FROM: Penni Todd Hansen, State Coordinator
Middle School Demonstration Program
(916) 657-3965

SUBJECT: Middle School Demonstration Program:
2000-2001 Application

The Middle School Demonstration Program is seeking grant applications for funding staff development activities designed to help middle school teachers build strong academic programs that will enable their students to meet state and local standards. Currently, state standards are available in language arts, mathematics, history-social science and science, but grant proposals may be submitted in other subject areas as well if the intention is to develop a standards-based program. The grant funds are available annually for up to three years. Grant renewal is contingent upon compliance in submitting required program and fiscal reports. In order to include as many schools as possible, **schools will be limited to one Phase 1 MSDP grant at a time.** Schools may apply for an additional grant in a different subject area at the end the third MSDP year.

This program is intended to demonstrate that even with a relatively small amount of funds real change is possible. The strategic use of this money, primarily for staff development, is the key. An essential feature of proposals granted funding will be to provide opportunities for teachers to meet regularly to explore and reflect together on their teaching practices and to collaborate in developing programs which may serve as examples to other middle schools. Previous recipients of Middle School Demonstration Program grants who have been successful in developing exemplary programs report that the single most important benefit of the grant has been to provide teachers with the opportunity to work and plan together. Program evaluations substantiate this success. Those schools where teachers have not been able to meet regularly for extended discussion or planning and reflection report considerably less progress toward their goals. Accordingly, schools selected for grants must offer evidence of strong administrative commitment to creating and supporting opportunities for the staff to meet together regularly for the planning and implementation of the site plan.

**MIDDLE SCHOOL DEMONSTRATION PROGRAM
BUDGET AND EXPENDITURE GUIDELINES
2000-2001**

EXPENDITURE GUIDELINES

The Middle School Demonstration Program (MSDP) provides funding to support the creation and maintenance of effective instructional programs. Grants are awarded to support staff development activities in the selected subject area which result in successful programs that demonstrate increased student achievement.

To that end, the following items are considered acceptable uses for Middle School Demonstration Grant funds:

Substitute teacher pay for staff attending professional development activities;

Substitute teacher pay for department staff to meet for collaborative planning sessions;

Pay for staff to participate in professional development activities or planning sessions which occur outside the normal school day hours, using locally agreed upon hourly rates;

Travel expenses, registration fees, and stipends for staff to attend professional development activities within California;

Contracts with private consultants with expertise in the grant subject area to provide staff development.

COACHING AND EVALUATION CONTRACTS

Schools that receive a MSDP grant must select a coach and an evaluator from the MSDP database. The coaches and evaluators are primarily former and current MSDP teachers with expertise in the appropriate subject area as well as in effective MSDP procedures. The budget page already reflects the \$7,500 which will be allocated **exclusively** for coaching and evaluation (including required training). These funds must be used for:

Contracts with coaches for on-site staff development and for their expenses; (**NOTE:** There is less chance for conflict of interest “double-dipping” if a coach is employed by a district other than the grantees’ district.)

Contracts with evaluators/reviewers for on-site reviews and reports.

ADDITIONAL INFORMATION

On a **limited basis**, the following expenditures are allowed:
Instructional supplies not ordinarily provided in your school budget. These items must be deemed essential to the implementation of your Demonstration Program and part of your approved plan. **This expense should not exceed 5% of your total budget.**

BUDGET AND EXPENDITURE GUIDELINES (Continued)

Stipend for a MSDP coordinator to oversee grant activities is allowable **but cannot exceed 15% of your total grant award.**

SPECIAL CONDITIONS

Out-of-state travel is not an appropriate MSDP expenditure. Exceptions are occasionally made for conference presentations that represent the State of California and **with prior written approval from the Curriculum Leadership and Academic Support Unit.**]

No time extensions beyond the grant period are allowed. All funds must be expended by August 31, 2001.

FINAL FISCAL REPORT (not included in application packet mailed to schools)

Final Fiscal Report forms ***will be attached to the grant award notification letter. This report is due on September 30, 2001.*** These reports are to be completed and signed by the district fiscal officer and submitted to the Curriculum Leadership and Academic Support Unit. **Failure to submit this report will result in the cancellation of the subsequent year's grant.**

APPLICATION - PART I**COVER SHEET**

California Department of Education

NOTE: Please type all information requested.

MIDDLE SCHOOL DEMONSTRATION PROGRAM APPLICATION**July 1, 2000 through June 30, 2001**

Return original and one copy to:

Penni Todd Hansen, State Coordinator
 Middle School Demonstration Program
 Curriculum Leadership and Academic Support Unit
 California Department of Education
 721 Capitol Mall, 4th Floor
 Sacramento, CA 95814

Applications are due in the Curriculum Leadership and Academic Support Unit by 4:30 p.m. on April 28, 2000.

No faxes or e-mails will be accepted! (Original signatures are required on the application.)

TYPE OF DEMONSTRATION PROGRAM		AMOUNT OF FUNDING
<input type="checkbox"/> Foreign Languages <input type="checkbox"/> Reading/Literacy/Language Arts <input type="checkbox"/> History-Social Science <input type="checkbox"/> Science <input type="checkbox"/> Mathematics <input type="checkbox"/> Visual/Performing Arts <input type="checkbox"/> Physical Education		[CDE Use only]
County Code	District Code	School Code
District Name		School Name
District Address		School Address
City/Zip Code		City/Zip Code
District Fiscal Contact Person		Grant Site Coordinator (Teacher)
Contact Number and FAX Number		Site Coordinator Number and FAX Number
E-Mail Address:		E-Mail Address:

The signatures below certify (1) that the school meets the minimum qualifications for participation in the Middle School Demonstration Program (MSDP), and (2) that the district and the school intend to comply with all of the requirements of the program relative to providing timely and accurate reports of expenditures of program resources.

District Superintendent Name	School Principal Name
Signature of Superintendent (or designee)	Signature of Principal

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Reviewed and Approved By:	Title:	Date:
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SCHOOL ELIGIBILITY INFORMATION

County Code	District Code	School Code	Date
School Name/Address: Principal's Name: Telephone #: FAX #: E-mail: District: County:		Grant Requested <input type="checkbox"/> Foreign Languages <input type="checkbox"/> History-Social Science <input type="checkbox"/> Mathematics <input type="checkbox"/> Physical Education <input type="checkbox"/> Reading/Language Arts <input type="checkbox"/> Science <input type="checkbox"/> Visual & Performing Arts	

1. What is the current student enrollment at the school? _____

Grade 6 (# of Students)	Grade 7 (# of Students)	Grade 8 (# of Students)	School Grade Span
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2. What percent of the total enrollment receives AFDC? _____ %

3. What percent of the total enrollment is on free/reduced lunch? _____ %

4. How many teachers in this school? _____

5. How many teachers in the project subject area? _____

APPLICATION - PART III

**MIDDLE SCHOOL DEMONSTRATION PROGRAM
SUPERINTENDENT'S STATEMENT OF SUPPORT**

To the Superintendent:

Please indicate the specific measures you are prepared to take or authorize in order to support the staff in working to implement their plan. It is expected that these measures will include use of grant funds to **provide release time and to compensate teachers for extra-duty hours spent as part of the staff development plan.**

As part of the grant application process, schools are required to include a statement of support from the superintendent. The statement should indicate specifically how it will be possible for the entire grant team to meet together, and for staff members to participate in various staff development opportunities. (Note that the support needed is logistical, *not financial*, as grant funds may be used to pay for substitute teachers and to compensate teachers for time spent beyond the school day.)

Superintendent's Statement of Support

I support the efforts of this middle school staff to implement the following proposal for staff development and professional growth. I will support their occasional release from class to meet together for the purpose of collaboration or to take advantage of the staff development opportunities outlined in the grant proposal. Further, I support utilizing grant funds in accordance with district policies to compensate teachers for extra-duty hours spent engaged in those staff development opportunities.

Superintendent's Signature	Date
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OR

Please indicate below the specific measures you are prepared to take or authorize to support the staff in implementing their plan.

Superintendent's Signature	Date
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APPLICATION - PART III-A

Subject area staff members participating in the grant:

Name/Signature	Teaching Assignment/ Grade Level(s)	No. of Periods
Grant Site Coordinator's Name		

Principal's Support:

I will support the efforts of my staff to implement this plan by facilitating release time for their collaboration and other staff development activities.

Principal's Name	
Principal's Signature	Date

APPLICATION - PART IV

MIDDLE SCHOOL DEMONSTRATION PROGRAM

APPLICATION NARRATIVE

Please address the following questions in a narrative format, limiting your response to **no more than 10 double-spaced pages (1-inch parameter margins with a 12 point font)**. Following page 7, insert narrative as page 8 and number consecutively.

1. Describe your current program in the grant subject area including strengths, weaknesses, and program history.
2. What kind of program do you expect to have in place in three years? How will this program help your students to meet or exceed the standards?
3. Use the following objectives to design your staff development plan, including the objectives, activities, and cost breakdown requested. Why do you believe you can accomplish these changes?

Please complete objective #1 by inserting appropriate figures and information as in the example below, and filling in the blanks for your project. All MSDP grants include this primary objective:

Object 1 _____ # _____ students in grades ____6, ____7, ____8 will gain _____% in _____ (subject) as measured by _____ (instrument) by _____ (date).

EXAMPLE: 400 students in grades 6, 7, 8 will gain an average of 10% in reading as measured by SAT 9 by June 30, 2001.

ADDITIONAL OBJECTIVES

Choose at least 3 staff development objectives from the following list and provide detail on how the achievement of each objective will be measured. List and describe specific activities that will lead to achievement of each objective, and include a cost breakdown for each activity. Use this plan to determine your budget. **Note:** Schools with less than 300 middle grade students (6-8) will receive grants of \$22,500, and those with more than 330 students, \$32,500. Describe activities and costs:

Objective ____: Teachers will align their curriculum to the state standards.
Describe activities and costs.

Objective ____: Teachers will incorporate the state standards into their classroom instruction. Describe activities and costs.

Objective ____: Teachers will participate in staff development which addresses

teaching reading and leading strategies in all disciplines. Describe activities and costs.

Objective ____: Teachers will participate in staff development workshops in student-centered assessment and in preparing students for standardized assessments. Describe activities and costs.

Objective ____: Teachers will articulate with grade level colleagues as well as those in grades directly above and below them, sharing lessons and strategies and aligning what they teach with each other. Describe activities and costs.

Objective ____: Teachers will hold/attend regularly scheduled meetings to work with each other to resolve common instructional challenges to improve student learning. Describe activities and costs.

Objective ____: Teachers will integrate technology as appropriate into their classroom instruction. Describe activities and costs.

Objective ____: How will you know your project has made an impact on student achievement? Please describe the processes you will use to evaluate your success annually and at the end of three years. What data will you use to document your progress? Include SAT and other measures. Describe activities and costs.

4. What other reform projects or programs exist in your school and how will you articulate this project with them? What other funding sources do you have?

Do you have additional information you would like the readers to consider in evaluating your preliminary proposal?

APPLICATION - Part V

Proposed Budget

Middle School Demonstration Program

Type of Demonstration Program _____

Name of School/Address		
County Code	District Code	School Code

This part of the application shows the funding needed in various line items to implement the program. There should be a direct relationship between the expenditures shown here and the objectives. The school district is not required to match funds for the Demonstration Program. Please refer to the California Accounting Manual for definitions of Expenditures.

1999-2000 Funding Request \$ _____

1	2	3
Item No.	Object of Expenditure	Amount
1100	Basic Teacher Salary	
	Teacher Extra Duty (Site Coordinator)	
	Sub. Teacher Salary	
	Extra Pay for Teachers	
1900	Other Certificated	
2400	Clerical Salaries	
2900	Other Classified	
3000	Employee Benefits	
4200	Other Books	
4300	Instructional Supplies	
4500	Other Supplies	
5100	Consultant Contracts	
	Coaching Contract	\$3,000
	Evaluator Contract	*
	Miscellaneous Expenses (Coaching/Evaluation)	\$4,000
5200	Travel	
	Conferences	
6400	Equipment	
	Indirect Costs @ %	
	TOTAL	

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Reviewed and Approved by:	Title	Date

* If using one evaluator, please allow \$500; if using two evaluators, please allow \$400 each.

**MIDDLE SCHOOL DEMONSTRATION PROGRAM
APPLICATION CHECKLIST**
(for information only – do not submit)

PART I: COVER PAGE

Provide all information as requested. Be sure the required authorized signatures are on page 4.

PART II: SCHOOL ELIGIBILITY INFORMATION

Provide all information as requested.

PART III: SUPERINTENDENT’S STATEMENT OF SUPPORT

PART III-A LIST OF TEACHERS

Provide all information as requested. Be sure to include the required authorized signatures as on page 6.

PART IV: APPLICATION NARRATIVE

This is the core of the application. It will be used to determine whether your proposal is workable, substantive and likely to have significant impact on student achievement. Therefore, you will want to give special attention to this area.

The purpose of the Middle School Demonstration Program is to provide staff development and activities to support improvement of instruction in particular subject areas. This is your plan for the coming year.

Space has been provided for you to estimate the cost of implementing each activity. This will assist you in planning your budget as well as providing explanation. The cost breakdown **must** be included.

PART V: BUDGET

Using the information you provided in Part IV, complete the estimated budget as instructed. Please refer to the enclosed “Budget and Expenditure Guidelines”. If you have any questions, or would like advice on completing your budget, please call the Curriculum Leadership and Academic Support Unit. Upon review of your application, your estimated budget may be reduced/increased based upon the criteria outlined in the application announcement. The typical grant award is \$32,500 (\$25,000 for program plus \$7,500 for coaching and evaluation).

You may ask for assistance in preparing your application plan from the Middle Grades Networks Office. Contact Penni Hansen, Consultant, Middle School Demonstration Program, at (916) 657-3965, or Elena Fong, Analyst, (916) 657-3358.

